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## ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-BPA-12-C-0010 EP-B14C-00005 01/21/2014 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT AMOUNT QUANTITY ORDERED PRICE ACCEPTED (a) (d) (c) (e) (g) \*\*\*Attention Finance\*\*\* The Task Order Project Officer is Sandra Riveria and she can be reached at 202-564-1054or via email at riveria.sandra@epa.gov. Admin Office: CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 Period of Performance: 01/26/2014 to 09/30/2014 Additional Funding for to support EPA's Electronic Notice of Intent System (eNOI) and Paper Processing Task Order on EP-BPA-12-C-0010. 0001001 Implementation, maintenance and oversight 546,382.50 of the NPDES permit Electronic Notice of Intent (eNOI) system. See attached Performance Work Statement Requisition No: PR-OW-14-00018, PR-OW-14-00095, PR-OW-14-00097 Accounting Info: 14-15-B-23D20F3-202BD4X15-2505-1423D2E 001-001 BFY: 14 EFY: 15 Fund: B Budget Org: 23D20F3 Program (PRC): 202BD4X15 Budget (BOC): 2505 Job #: LGFM0000 DCN - Line ID: 1423D2E001-001 Funding Flag: Partial Funded: \$500,000.00 Accounting Info: 13-14-B-23D20F3-202BD4X15-2505-LGFM000 0--1423D2E006-001 BFY: 13 EFY: 14 Fund: B Budget Org: 23D20F3 Program (PRC): 202BD4X15 Budget (BOC): 2505 Job #: LGFM0000 DCN - Line ID: 1423D2E006-001 Funding Flag: Partial Continued ...

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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## **ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION**

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/21/2014

CONTRACT NO.

EP-BPA-12-C-0010

ORDER NO.

EP-B14C-00005

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## PERFORMANCE WORK STATEMENT AVANTI CORPORATION EPA CONTRACT EP-BPA-12-C-0010 TASK ORDER #2 - Option Period 1

Title: Implementation, maintenance and oversight of the National Pollutant Discharge Elimination System (NPDES) permit Electronic Notice of Intent (eNOI) system.

**Period of Performance:** January 26, 2014 – September 30, 2014.

## **EPA Task Order Project Officer**

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#### I. NPDES BACKGROUND

The U.S. Environmental Protection Agency's (EPA) Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for the development, implementation and oversight of the National Pollutant Discharge Elimination System (NPDES) permit program. This program regulates point source discharges of pollutants to surface waters of the United States.

EPA is the permitting authority in 4 states (ID, MA, NH, NM), most U.S. territories, Indian Country, and for some federal facilities. In 46 States and 1 Territory, this responsibility is held by authorized State and Territorial governments. Permitting authorities issue individual or general permits for facilities. These permits implement the requirements of the NPDES Program along with other applicable laws and regulations.

Electronic Notice of Intent (eNOI) system, an online electronic permit application system that allows construction site operators, industrial operators, vessel operators, and pesticides site operators to apply for and terminate coverage under EPA's NPDES general permits including the Construction General Permit (CGP), Multi-Sector General Permit (MSGP), Vessel General Permit (VGP), Vessel General Permit One Time Report (VOTR) and the Pesticides General Permit (PGP) as well as submit reporting and supporting documents as required by these permits.

This eNOI system uses Java as the application layer technology and the eNOI legacy system applications (2008 CGP, MSGP and VGP) were developed in the Oracle Application Server (OAS) 10g server. In March 2012, the eNOI Legacy system was migrated to the Oracle Fusion Middleware (OFM) 11g Weblogic server. The newest eNOI system applications (VOTR, PGP and 2012 CGP) were developed and deployed on an Oracle Fusion Middleware (OFM) 11g Weblogic server. Oracle is used as the database server technology and is deployed on the Oracle Database Server(s). Using this technology, the contractor shall work with EPA's Central Data Exchange (CDX) (<a href="https://www.epa.gov/cdx">www.epa.gov/cdx</a>) to ensure that the application is working, maintained, enhanced, and in line with EPA's Office of Information Office (OEI) system requirements as directed by the EPA COR.

The **EPA NOI Processing Center** receives, handles, and processes various NPDES forms, maintains contact with permittees via letters and emails, and provides support through customer service. Customer service includes response to technical inquiries, application status, and referrals.

The BPA Contractor will provide services in the following areas:

- 1. Develop, Maintain and Revise the eNOI and NOI Processing Systems
- 2. Modify the eNOI system to accommodate New EPA Permits
- 3. Provide Region, State and Public Access to Permit Documents and Assist with Data and FOIA Requests
- 4. Develop, Maintain and Distribute Current and New Training Tools for EPA eNOI System Users

### II. Work Requirements for eNOI SCOPE OF WORK

### Task 1: eNOI Task Management

The contractor shall routinely provide performance updates, estimated costs, levels of effort (LOE) and key deliverables upon request from EPA's Task Order Project Officer (TOPO) for all ongoing subtasks. Regularly scheduled conference calls and one to two hour meetings at least bi-weekly will be coordinated between EPA's TOPO and the contractor to review the status and progress of subtasks. In addition, the contractor shall prepare and provide a monthly progress report in accordance with Contract Reporting Requirements. The contractor shall report labor hour and cost expenditures by individual subtasks, implementation plan(s); issues encountered and lessons learned regarding the progress of all subtasks, the tracking of expenditures, and any other administrative activities. The contractor shall maintain a cumulative list of all technical directives received during the period of performance.

**Deliverables:** The contractor shall provide a monthly progress report that will include the labor hours and cost expenditures by individual subtasks, implementation plan(s), O&M metrics, issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities. The contractor shall maintain a cumulative list of all technical directives received during the period of performance (POP). All electronic deliverables provided by the contractor to EPA shall be compatible to EPA's current

applications. The Contractor shall notify the CO and EPA COR in writing no less than 15 days in advance of expenditures reaching 50%, 75% and 90% of the authorized BPA LOE/labor hours have been expended.

### TASK 2: ENOI CUSTOMER SUPPORT AND PAPER PROCESSING

The contractor shall provide support to process and enter paper forms including Notices of Intent (NOIs), Notices of Termination (NOTs), No Exposure Certifications (NOEs), Low Erosivity Waivers (LEWs), Vessel General Permit One Time Report (VOTR) modifications, and monitoring reports into the eNOI system and answer only technical questions from both the regulated and regulatory communities. Avanti Corporation shall defer all regulatory or policy decision questions to the EPA TOPO or EPA alternate TOPO. Avanti Corporation shall keep the EPA TOPO informed of the questions Avanti Corporation is addressing in a timely manner. Avanti Corporation shall also perform checks to ensure that all paper forms received have been entered into the electronic system within 2 ½ days of receipt (no more than 1 week during peak times) and checking for any data errors as specified by the PWS.

## Subtask 2A – Customer and NOI Call Center Support

The contractor shall answer calls between 9:00am and 5:00pm EST, Monday through Friday. The contractor shall provide a messaging service for voicemails of calls received after 5:00pm EST, Monday through Friday, and for calls made when all call center representatives are on the line and/or not able to pick up. The contractor shall return voicemails within 1 business day. The contractor shall customize voicemail messages at the client's direction to provide additional user guidance and/or to incorporate short term changes in processes and service.

#### Subtask 2B – Incoming and Outgoing Email Support

The contractor shall respond to emails within the order of receipt and within no more than 3 business days. The email and technical support provided by the contractor is regulatory, and all support information provided in email by the contractor shall come from approved support documentation developed by the contractor and approved by EPA.

### Subtask 2C – EPA Headquarters Data Requests

The contractor shall ensure that NPDES permittee data is accessible to the regions, states and EPA Headquarters. Permittee data shall be available in both print and electronic form. The contractor shall respond to EPA headquarters, regions, and states data requests for NPDES permittee data, annual and adhoc reports, Data Monitoring Reports (DMRs), etc. in a timely manner, and provide estimated time and LOEs per request to the EPA TOPO.

### **Subtask 2D – Public Data Requests (FOIA)**

The contractor shall prepare and transmit NPDES permittee data in response to approved Freedom of Information Act (FOIA) requests. Permittee data (including NOIs and all reporting

documentation) is required to be publically available and accessible via the NPDES website. If, however, some data extracts are too complex to fulfill via the NPDES website, the contractor shall prepare these requests for the requester. The contractor shall also respond to data requests for NPDES permittee data, annual and adhoc reports, Data Monitoring Reports (DMRs), etc., and provide them to EPA headquarters, regions and states, and the public via FOIA requests.

## Subtask 2E – Paper NOI Processing

The contractor shall provide support to process and enter paper forms including Notices of Intent (NOIs), Notices of Termination (NOTs), No Exposure Certifications (NOEs), Low Erosivity Waivers (LEWs), Vessel General Permit One Time Report (VOTR) modifications, and monitoring reports into the eNOI system and answer only technical questions from both the regulated and regulatory communities. The contractor shall defer all regulatory or policy decision questions to the EPA TOPO or EPA alternate TOPO. The contractor shall keep the EPA TOPO informed of the questions The contractor is addressing in a timely manner. The contractor shall also perform checks to ensure that all paper forms received have been entered into the electronic system within 2 ½ days of receipt (no more than 1 week during peak times) and checking for any data errors as specified by the PWS.

#### Subtask 2F – QA/QC of Paper Processing Systems and Call Center

The contractor shall conduct Quality Assurance and Quality Control of the eNOI system and paper processing system. The eNOI and NOI processing QA/QC procedures are outlined in the QA/QC manual chapter, which entail running data validation reports to quickly identify and remedy any system-wide errors. The contractor shall develop and revise automated data validation queries to the system as needed. Automated data validation queries will verify data issues within the system. The contractor shall notify the EPA TOPO immediately if data errors are identified and to correct the error. The contractor will meet weekly to review any outstanding items in the NOI processing center and ensure that all paper processing is being completed on time and any forms or customer requests are discussed by the entire team and management to ensure that the service being provided is consistent and accurate.

#### **Subtask 2G – Documentation**

The contractor shall develop and maintain NOITS Standard Operating Procedures (SOPs), document templates, letter templates, and email templates. SOPs shall be drafted and revised in the contractor's NOITS Sharepoint wiki. Using the templates within the wiki, the contractor shall generate Word documents to send to EPA for approval. Once approval has been granted from the approving EPA official, the SOP shall be published as a PDF and made electronically available to the contractor's NOITS staff members and EPA.

# TASK 3 – MAINTENANCE AND ENHANCEMENTS OF 2012 CONSTRUCTION GENERAL PERMIT ENOI

The contractor shall perform application enhancements and maintenance to the 2012

Construction General Permit (CGP) eNOI system to support and maintain EPA's National Computing Center's (NCC) guidance and technical standards.

The contractor shall be responsible for updating any eNOI applications which are currently running out of date, including rewriting of code to providing new .ear file(s) to be deployed under OFM 11g or the latest version being used by EPA. Under OFM 11g, EPA recommends that JDeveloper v.11g be considered as a preferred tool for repackaging existing Java code for deployment under Oracle Weblogic.

The EPA TOPO will work with the contractor in coordinating all EPA technical logistics in registering any new application enhancements with NCC and CDX. The contractor shall provide technical feedback to the EPA TOPO or EPA alternate TOPO and keep them informed of all progress in a timely manner.

# Subtask 3A - Enhancements of 2012 Construction General Permit and Low Erosivity Waiver Application

The contractor shall provide support for the design, development, testing, and implementation of EPA's 2012 CGP application and LEW form. The contractor shall work with CDX to ensure that the application is developed as directed by EPA's TOPO. The contractor shall continue to enhance the 2012 CGP NOI and LEW based on its system requirements document or any new requirements per the 2012 CGP NOI and LEW, create screen mock-ups of the system, and continue to design and enhance the system. The 2012 CGP application was released in March 2012 and is available at: <a href="http://cfpub.epa.gov/npdes/stormwater/cgpenoi.cfm">http://cfpub.epa.gov/npdes/stormwater/cgpenoi.cfm</a>.

The CGP NOI form has been updated and expanded from previous versions, which includes additional detailed information to be entered on the NOI form as well as reorganization of several of the requirements contained in the 2008 NOI Form. New requirements and/or changes will need to be added to the new 2012 CGP NOI form.

The eNOI system is designed to handle submissions of NOIs, NOTs and LEWs and electronic files that have been uploaded for submission. This also includes annual reports, other types of reports, and additional documentation for NOIs. The system shall automatically send NOIs with an endangered species issue to the Regional Service Field Office as well as a similar notification system for NOIs submitted that have discharges to Tribes.

# **Subtask 3B - Maintenance of 2012 Construction General Permit and Low Erosivity Waiver Application**

The contractor shall provide support for the maintenance of EPA's 2012 CGP application and LEW form, and their 2008 CGP and LEW components in the eNOI legacy system. The contractor shall continue to maintain the 2012 CGP NOI and LEW based on its system requirements. The contractor development team shall communicate with the NOI Processing Center to identify inconsistencies in the functionality of the application and shall investigate each reported issue. The investigation of the issue shall result in proper documentation, application testing in staging and/or production environments, code refactoring, and an application release.

# Subtask 3C - Enhancements of 2012 Construction General Permit and Low Erosivity Waiver Public Search

The 2012 CGP and LEW Public Search page is developed for public and regions to access for viewing NOIs and LEWs to perform more detailed evaluations of data. The contractor shall provide support for the design, development, testing, and implementation of EPA's 2012 CGP and LEW Public Search. The contractor shall develop the Public Search as directed by EPA's TOPO. The contractor shall continue to enhance the 2012 CGP NOI and LEW Public Search based on its system requirements document or any new requirements per the 2012 CGP NOI and LEW, create screen mock-ups of the system, and continue to design and enhance the system. The 2012 CGP Public Search page was released in March 2012 and is available at: http://ofmpub.epa.gov/CGPSearch/faces/CGPPublicSearch.

## Subtask 3D -Maintenance of 2012 Construction General Permit and Low Erosivity Waiver Public Search

The contractor shall provide support for the maintenance of EPA's 2012 CGP Public Search and LEW Public Search, and their 2008 CGP and LEW components in the eNOI legacy system. The contractor shall continue to maintain the 2012 CGP NOI and LEW based on its system requirements. The contractor development team shall communicate with the NOI Processing Center to identify inconsistencies in the functionality of the application and shall investigate each reported issue. The investigation of the issue shall result in proper documentation, application testing in staging and/or production environments, code refactoring, and an application release.

## TASK 4 – MAINTENANCE AND ENHANCEMENTS OF 2011 PESTICIDE GENERAL PERMIT ENOI

The contractor shall perform application enhancements and maintenance to the 2011 Pesticide General Permit eNOI system to support and maintain EPA's National Computing Center's (NCC) guidance and technical standards. The contractor shall be responsible for updating any eNOI applications which are currently running out of date, including rewriting of code to providing new .ear file(s) to be deployed under OFM 11g or the latest version being used by EPA. Under OFM 11g, EPA recommends that JDeveloper v.11g be considered as a preferred tool for repackaging existing Java code for deployment under Oracle Weblogic.

The EPA TOPO will work with the contractor in coordinating all EPA technical logistics in registering any new application enhancements with NCC and CDX. The contractor shall provide technical feedback to the EPA TOPO or EPA alternate TOPO and keep them informed of all progress in a timely manner.

### Subtask 4A - Enhancements of 2011 Pesticide General Permit Application

The contractor shall provide support for the design, development, testing, implementation and maintenance of EPA's 2011 PGP application. The contractor shall work with CDX to ensure that the application is developed as directed by EPA's TOPO. The contractor shall continue to maintain and/or enhance the 2011 PGP NOI based on its system requirements document or any

new requirements per the 2011 PGP NOI, create screen mock-ups of the system, and continue to design and enhance the system. The 2011 PGP application was released in 2011 and is available at: http://cfpub.epa.gov/npdes/pesticides/enoi.cfm.

The system is setup to handle submission of NOIs and NOTs and electronic files that have been uploaded for submission. This also includes annual reports, other types of reports, and additional documentation for NOIs.

## Subtask 4B - Maintenance of 2011 Pesticide General Permit Application

The contractor shall provide support for the maintenance of EPA's 2011 PGP Public Search. The contractor shall continue to maintain the 2011 PGP NOI based on its system requirements. The contractor development team shall communicate with the NOI Processing Center to identify inconsistencies in the functionality of the application and shall investigate each reported issue. The investigation of the issue shall result in proper documentation, application testing in staging and/or production environments, code refactoring and an application release.

#### Subtask 4C - Enhancements of 2011 Pesticide General Permit Public Search

The 2011 PGP Public Search page was developed for public and regions to access for viewing NOIs to perform more detailed evaluations of data. The contractor shall provide support for the design, development, testing, and implementation of EPA's 2011 PGP Public Search. The contractor shall develop the Public Search as directed by EPA's TOPO. The contractor shall continue to enhance the 2011 PGP Public Search based on its system requirements document or any new requirements, create screen mock-ups of the system, and continue to design and enhance the system. The 2011 PGP Public Search page was released in 2011 and is available at: <a href="http://java.epa.gov/pgpsearch/searchinput">http://java.epa.gov/pgpsearch/searchinput</a>.

Current end of life cycle planning for the PGP Public Search technology platform requires that EPA OWM migrate the application from the Java Tomcat platform to a new Java platform or an Oracle Platform. The contractor will work with the EPA TOPO to select the most technical cost effective solution for the 2011 PGP Public Search.

#### Subtask 4D - Maintenance of 2011 Pesticide General Permit Public Search

The contractor shall provide support for the maintenance of EPA's 2011 PGP Public Search. The contractor shall continue to maintain the 2011 PGP Public Search based on its system requirements. The contractor development team shall communicate with the NOI Processing Center to identify inconsistencies in the functionality of the application and shall investigate each reported issue. The investigation of the issue shall result in proper documentation, application testing in staging and/or production environments, code refactoring, and an application release.

#### TASK 5 – MAINTENANCE OF OTHER ENOI SYSTEMS

The contractor shall ensure the eNOI legacy application (SWeNOI) is kept operational until otherwise instructed by the EPA TOPO or EPA alternate TOPO. Once instructed to take specific

eNOI applications offline, the contractor shall decommission the application and determine a warehouse for the database, which will be approved by the EPA TOPO or EPA alternate TOPO.

## Subtask 5A – Maintenance of DMR eReporting System

The contractor shall continue basic maintenance of the Discharge Monitoring Report (DMR) eReporting system until otherwise instructed by the EPA TOPO or EPA alternate TOPO. Once instructed to take the DMR eReport offline, the contractor shall prepare and execute a decommissioning plan, which will be approved by the EPA TOPO or EPA alternate TOPO.

#### Subtask 5B - Maintenance of 2008 VGP and VOTR

The contractor shall continue basic maintenance of the 2008 Vessels General Permit (VGP) application and Vessels One Time Report (VOTR) until otherwise instructed by the EPA TOPO or EPA alternate TOPO. Once instructed to take the 2008 VGP and VOTR offline, the contractor shall prepare and execute a decommissioning plan, which will be approved by the EPA TOPO or EPA alternate TOPO.

#### Subtask 5C - Maintenance of NOE

The contractor shall continue basic maintenance of the No Exposure Certification Waiver (NOE) until otherwise instructed by the EPA TOPO or EPA alternate TOPO. Once instructed to take the NOE offline, the contractor shall prepare and execute a decommissioning plan, which will be approved by the EPA TOPO or EPA alternate TOPO.

#### TASK 6 – DATA MAINTENANCE OF EPA PERMITS IN THE ENOI SYSTEM

The contractor shall perform data-related maintenance of the EPA permits in the current eNOI system to ensure proper operation and functionality. This type of maintenance will resolve data inconsistencies or any type of issues in the database that affects proper operation of eNOI functionalities as reported by users. The contractor shall handle all data-related maintenance issues, including the tracking and prioritization of bugs and errors. The contractor shall report bugs and error fixes to the EPA TOPO weekly and shall provide technical feedback on the fixes in the issue tracking system.

#### Subtask 6A - Data Maintenance of 2012 Construction General Permit

The contractor shall perform data-related maintenance of the 2012 Construction General Permit to ensure proper operation and functionality. The maintenance performed will resolve data inconsistencies, as well as address issues in the database that affects proper operation of the CGP eNOI functionality. The contractor shall track and prioritize the data bugs and errors that are found, and then troubleshoot and fix the issue(s), and refactor the database as needed.

## Subtask 6B - Data Maintenance of 2011 Pesticide General Permit

The contractor shall perform data-related maintenance of the 2011 Pesticide General Permit to ensure proper operation and functionality. The maintenance performed will resolve data

inconsistencies, as well as address issues in the database that affects proper operation of the PGP eNOI functionality. The contractor shall track and prioritize the data bugs and errors that are found, and then troubleshoot and fix the issue(s), and refactor the database as needed.

#### Subtask 6C – Data Maintenance of 2008 Multi-Sector General Permit

The contractor shall continue basic data-related maintenance of the 2008 Multi-Sector General Permit (MSGP) until otherwise instructed by the EPA TOPO or EPA alternate TOPO. Once instructed to warehouse the 2008 MSGP database, the contractor shall prepare and execute a decommissioning plan to store the data, which will be approved by the EPA TOPO or EPA alternate TOPO.

#### Subtask 6D – Data Maintenance of 2008 Vessels General Permit

The contractor shall continue basic data-related maintenance of the 2008 Vessels General Permit (VGP) until otherwise instructed by the EPA TOPO or EPA alternate TOPO. Once instructed to warehouse the 2008 VGP database, the contractor shall prepare and execute a decommissioning plan to store the data, which will be approved by the EPA TOPO or EPA alternate TOPO.

## TASK 7 – DEVELOPMENT AND MAINTENANCE AND REVISING OF THE ENOI AND NOI PROCESSING SYSTEMS MANUAL AND BUSINESS RULES

The EPA NOI Processing Center Operations Manual documents all NOI Processing Center functions. It provides detailed descriptions of how the NOI Processing Center receives, handles, and processes correspondence (letters and emails), maintains contact with permit applicants via the letters generated, and provides support through customer service. The original EPA NOI Processing Center Operations Manual was developed in 2003. The last manual update was started in March 2005 and is largely based on the eNOI legacy system. The contractor shall update the manual to incorporate all aspects of the current eNOI system and shall include the most current forms and letters associated with the eNOI dataflow.

For planning purposes, the contractor should develop all materials to follow EPA Web Guidance for materials posted on the EPA Website:

- Audio files shall be created in other programs and compressed to EPA's current format (.mp3) and any new audio formats as they become available to facilitate the publishing of live audio stream.
- Multimedia image files that accompany text shall be produced and/or published using EPA's web guidelines current format (.gif, .jpg (or .jpeg), .png). All images should include a caption that describes the image.
- Video files shall be compressed to EPA's current format (.mp4, .flv, .swf) and any new video formats as they become available.
- PDF files shall have metadata information for each document. The required metadata fields per EPA's guidelines are:

#### HTML

Title ("DC.title")

Description ("DC.description")

Publisher ("DC.creator")

Keywords

Channel ("DC.Subject.epachannel")

Content Type ("DC.type")

### **PDF**

Title
Description (Subject)
Publisher (Author)
Keywords

## **Subtask 7A - 2012 CGP Application and LEW Form/Data Maintenance Documentation**

The contractor shall develop and maintain an up-to-date eNOI system manual describing the business rules and functionality of the 2012 CGP and LEW system. In addition, all new development and coding shall be documented in this manual.

The contractor shall develop, revise, and maintain an eNOI System Manual documenting the business rules and current operational procedures for the 2012 CGP and LEW application development and maintenance releases that describes the functionality of the 2012 CGP and LEW application. All updated eNOI system documentation shall be completed within two weeks upon delivery of system maintenance releases. The contractor shall submit an initial draft of each completed section for EPA's review and comment. Based on EPA's comments, the contractor shall revise each chapter as a "draft-final" within one week after receipt of comments. Once all chapters have been approved by the EPA TOPO, the contractor shall prepare the manual in a final PDF version within two weeks.

For planning purposes, EPA estimates no more than a maximum of 50 pages for the eNOI System Manual. If additional capacity is needed, the contractor shall contact the EPA TOPO before proceeding.

#### Subtask 7B - 2012 CGP and LEW Public Search Documentation

The contractor shall develop and maintain an up-to-date eNOI system manual describing the business rules and functionality of the 2012 CGP and LEW Public Search application. In addition, all new development and coding should be documented in this manual.

The contractor shall develop, revise, and maintain an eNOI System Manual documenting the business rules and current operational procedures of the 2012 CGP and LEW Public Search development and maintenance releases that describes the functionality of the 2012 CGP and LEW Public Search. All updated eNOI system documentation should be completed within two weeks upon delivery of system maintenance releases. The contractor shall submit an initial draft of each completed section for EPA's review and comment. Based on EPA's comments, the contractor shall revise each chapter as a "draft-final" within one week after receipt of comments.

Once all chapters have been approved by the EPA TOPO, the contractor shall prepare the manual in a final PDF version within two weeks.

For planning purposes, EPA estimates no more than a maximum of 50 pages for the eNOI System Manual. If additional capacity is needed, the contractor shall contact the EPA TOPO before proceeding.

### Subtask 7C - 2011 PGP Application/Data Maintenance Documentation

The contractor shall develop and maintain an up-to-date eNOI system manual describing the business rules and functionality of the 2011 PGP system. In addition, all new development and coding should be documented in this manual.

The contractor shall develop, revise, and maintain an eNOI System Manual documenting the business rules and current operational procedures of 2011 PGP system development and maintenance releases that describes the functionality of the 2011 PGP system. All updated eNOI system documentation should be completed within two weeks upon delivery of system maintenance releases. The contractor shall submit an initial draft of each completed section for EPA's review and comment. Based on EPA's comments, the contractor shall revise each chapter as a "draft-final" within one week after receipt of comments. Once all chapters have been approved by the EPA TOPO, the contractor shall prepare the manual in a final PDF version within two weeks.

For planning purposes, EPA estimates no more than a maximum of 50 pages for the eNOI System Manual. If additional capacity is needed, the contractor shall contact the EPA TOPO before proceeding.

#### Subtask 7D - 2011 PGP Public Search Documentation

The contractor shall develop and maintain an up-to-date eNOI system manual describing the business rules and functionality of the 2011 PGP Public Search application. In addition, all new development and coding should be documented in this manual.

The contractor shall develop, revise, and maintain an eNOI System Manual documenting the business rules and current operational procedures of all eNOI development and maintenance releases that describes the functionality of the eNOI system. All updated eNOI system documentation should be completed within two weeks upon delivery of system maintenance releases. The contractor shall submit an initial draft of each completed section for EPA's review and comment. Based on EPA's comments, the contractor shall revise each chapter as a "draft-final" within one week after receipt of comments. Once all chapters have been approved by the EPA TOPO, the contractor shall prepare the manual in a final PDF version within two weeks.

For planning purposes, EPA estimates no more than a maximum of 50 pages for the eNOI System Manual. If additional capacity is needed, the contractor shall contact the EPA TOPO before proceeding.

## **Subtask 7E - DMR, VGP, SWENOI Application, Public Search and Data Maintenance Documentation**

The contractor shall develop and maintain an up-to-date eNOI system manual describing the business rules and functionality of the system. In addition, all new development and coding should be documented in this manual.

The contractor shall develop, revise, and maintain an eNOI System Manual documenting the business rules and current operational procedures of all eNOI development and maintenance releases that describes the functionality of the eNOI system. All updated eNOI system documentation should be completed within two weeks upon delivery of system maintenance releases. The contractor shall submit an initial draft of each completed section for EPA's review and comment. Based on EPA's comments, the contractor shall revise each chapter as draft final within one week after receipt of comments. Once all chapters have been approved by the EPA COR, the contractor shall prepare the manual in final form within two weeks.

For planning purposes, EPA estimates no more than a maximum of 50 pages for the eNOI System Manual. If additional capacity is needed, the contractor shall contact the EPA TOPO before proceeding.

#### III. ENOI PERFORMANCE SURVEILLANCE PLAN

The following performance measures shall apply to eNOI work under this PWS. Please refer to Attachment B for the eNOI Surveillance Plan.

The contactor shall maintain the on-line eNOI system to ensure continuous availability to the user community and the public. The contractor shall make every effort to ensure that the system is never down more than four consecutive hours. The contractor shall notify EPA's TOPO or Alt TOPO immediately of all problems and, if the contractor expects downtime to exceed the indicated timeframe during the core operational time period of 8:30am and 5:00pm EST.

### IV. QUALITY ASSURANCE PROJECT PLAN (QAPP) REQUIREMENTS

A Quality Assurance Project Plan (QAPP) is required for all tasks of this project because it involves the generation, management, distribution, or use of primary and/or secondary environmental data that will be used or have the potential for use in environmental decision making. The QAPP shall be developed in accordance with the "Office of Water Quality Management Plan" (EPA 821-X-02-001) and shall be formatted as specified in "EPA Requirements for Quality Assurance Project Plans" (EPA QA/R-5).

EPA requires that all environmental data used in decision making be supported by an approved QAPP. The contractor shall follow the written procedures in the processing manual and any additional guidance provided by the EPA TOPO in the performance of these tasks.

## V. ANTICIPATED TRAVEL REQUIREMENTS

All non-local travel shall be approved in advance by the EPA TOPO and shall be in accordance with the Contract. However, non-local travel is not anticipated for the period of performance for eNOI, only local travel is anticipated for meetings.

### VI. ADDITIONAL REQUIREMENTS

Only NOI Processing Center direct costs (ODCs) for copying, postage/courier, supplies, computer usage, telecommunication and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the EPA Contracting Officer.

Upon issuance of written technical direction, the contractor shall submit for inspection all work in progress at any time under this task order. The contractor shall develop and maintain files supporting each task.

The contractor shall contact the EPA Contracting Officer (CO) and/or the EPA TOPO by telephone to discuss any problems that may adversely affect the work on this PWS. Within five calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to EPA's CO and the TOPO.

#### VII. CONTRACTOR IDENTIFICATION

When engaging in correspondence and communication with the public and Agency stakeholders, the contractors shall always identify themselves as an EPA contractor and shall refer all policy related questions to EPA. All reproductions shall be in accordance with Contract copy limitations. All draft versions of outreach materials developed by the contractor shall be submitted to the EPA TOPO for approval and all finals shall be provided in electronic format ready for GPO printing.

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

## VIII. CONTROL REQUIREMENTS

1. Organizational Conflict of Interest: The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

- 2. Notification of Conflicts of Interest Regarding Personnel: The Contractor shall immediately notify the Project Officer and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See EPAAR 1552.209-73 Notification of Conflict of Interest.
- 3. Enforcement Sensitive Information: The contractor recognizes that contractor employees in performing tasks specified by the PWS for this BPA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or task order, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.
- 4. Project Employee Confidentiality Agreement: The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information or any enforcement strategy without first obtaining the written permission of the EPA Project Officer. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.
- 5. Handling of Confidential Business Information (CBI): Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors and consultant must adhere to EPA-approved security plans which describe procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the EPA TOPO.

## Electronic Notice of Intent (eNOI) System and Paper Processing Performance Surveillance Plan Attachment B

EPA shall conduct annual quality assurance reviews and will use the following requirements to determine eligibility for additional hours.

	PERFORMANCE SU	IRVEILLANCE PLAN	
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
NOI Processing:  The Contractor shall ensure timely and quality processing of all Notice of Intent. This standard shall apply to both paper and on-line submittals.	All operations and maintenance must be in accordance with the NOI manual and guidance.  The Performance Work Statement outlines which Tasks require the Contractor to enter hard copy (paper) submittals of NOI forms in the tracking system with the specified timeframe of receipt, during periods of routine operations and within peak periods for the identified permits. EPA anticipates no more than two peak periods annually.	The EPA COR will monitor operations through general and formal meetings and telephone communication, planned and random unannounced visits to the Contractor's site and phone calls, and progress report reviews. The EPA COR will review monthly progress reports for indicators of communication problems and will bring issues to the Contractor's immediate attention.	Any issues that have a negative impact on individual PWS schedules or costs that are not brought to the attention of the appropriate EPA COR prior to occurrence will consider the Contractor's performance unsatisfactory. Two or more incidents during the contract term will be reported as unsatisfactory performance in the CPARS Performance Evaluation System. The Contractor's initial unsatisfactory performance rating will result in a 2% reduction in fee for the remainder of the performance period.
NOI Daily Operations and Access:  The Contractor shall ensure continuous and uninterrupted on-line availability of the eNOI system.  NOI Call Center Support:  The Contractor shall ensure the NOI process call center is staffed and available daily between 8:30am to 5:00PM EST.  Timeliness:  The Contractor shall provide services and submit deliverables in accordance with approved PWS milestone and deliverable schedules.	Services and deliverables shall be in accordance with schedules stated in each PWS. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.  All operations and maintenance must be in accordance with the NOI manual and guidance.  The Contactor shall maintain the on-line eNOI system to ensure continuous availability to the user community. The Contractor shall make every effort to ensure that the system is never down per the timeframe indicated within the PWS. The Contractor shall notify EPA's program staff and the COR immediately of all problems and shall notify the PO and CO, The Contractor shall notify EPA's COR immediately of all problems and shall notify via CC: the PO, CO	EPA will closely monitor task milestone and deliverable schedules and shall notify the Contractor when it becomes apparent that an established schedule will not be met. EPA will review the Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in the PWS.  The COR and PO will monitor the Contractor's efforts at ensuring the eNOI system is continuously available and that potential problems are identified and addressed with the Contractor before service disruption. The COR and PO will monitor the Contractor's Monthly Progress Reports to ensure service disruptions are documented and reported.  For NOI call center operations, the COR will conduct announced and random visits to the Contractor's facility and will	If the Contractor fails to appropriately maintain the eNOI system or fails to notify EPA of the disruption in service; and this failure causes a service disruption that exceeds the timeframe indicated in the PWS; EPA will consider the Contractor's performance unsatisfactory.  If EPA notifies the Contractor that the NOI call center is not appropriately staffed with experienced customer service. And the Contractor fails to address the staffing issues; EPA will consider the Contractor's performance unsatisfactory. Two or more unsatisfactory performance ratings by EPA will result in a 2% reduction in fee for the remainder of the performance period.

routinely call the center to assess the staff availability and

the quality of the customer

and affected EPA program staff, if the Contractor expects

downtime to exceed the

	-	20	
	indicated timeframe during the core operational time period of 8:30am and 5:00pm EST.  The Contractor shall staff the NOI call center with knowledgeable and skilled staff capable of assisting the public, industry and stakeholders on the NOI process and the general status of NOI's submitted for processing.  The Contractor shall report all down time for the eNOI and NOI call center in the Monthly Progress Report. Each incident shall include the date, time, reason, and remedy.	service. The COR and PO will review Monthly Progress Reports to ensure reporting is consistent with each month's operation.	
Cost Management and Control:  The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct costs and fee expenditures to EPA through progress reports and approved special reporting requirements. The Contractor shall assess and immediately inform the COR of the cost implication of Agency issued Technical Directives.  The Contractor shall notify the COR and PO no less than 15 days in advance of expenditures reaching 50%, 75% and 90% of PWS funds or labor hours have been utilized and shall stop work immediately, if all funds are expended.  The Contractor shall assign appropriate leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.	The COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract level and individual PWS expenditures. The COR and PO shall review the Contractor's monthly progress reports and request the COR verification of expenditures and technical progress before authorizing invoice payments. The COR will maintain regular contact with the Contractor's designated PWS manager/project manager to discuss PWS progress and expenditures. The COR will review the Contractor's monthly progress reports and invoices and provide feedback to the PO on payment.	During any period of the PWS, if the Contractor fails to notify EPA of potential funding issues and this failure results in an overrun greater than 3% of the funded value of the PWS, performance the Contractor's performance will be considered unsatisfactory. The result of unsatisfactory performance will result in a 2% reduction in fee for the remainder of the performance period and an unsatisfactory rating under the "cost Control" category of the CPARS Performance Evaluation System.

AMENDMENT OF SOLICITATION/MODIFIC	-	1. CONTRACT ID CODE		F PAGES 1 3		
2. AMENDMENT/MODIFICATION NO.	3 EFFECTIVE DATE	4 RE	QUISITION/PURCHASE REQ. NO.	5 PR	OJECT NO	). (If applicable)
001	See Block 16C	See	Schedule			
6 ISSUED BY CODE		7. AD	MINISTERED BY (if other than Item 6)	CODE		
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B. NAME AND ADDRESS OF CONTRACTOR (No., street	of, county, State and ZIP Code)	(x) 9/	AMENDMENT OF SOLICITATION NO		******************	
AVANTI CORPORATION 5520 CHEROKEE AVENUE SUITE 205 ALEXANDRIA VA 223122319		x E	B. DATED (SEE ITEM 11)  A. MODIFICATION OF CONTRACT/ORDER P-BPA-12-C-0010 P-B14C-00005 B. DATED (SEE ITEM 13)	NO.	5	
CODE 796250538	FACILITY CODE	7	01/21/2014			
	11. THIS ITEM ONLY APPLIES TO	AMEND	MENTS OF SOLICITATIONS		· · · · · · · · · · · · · · · · · · ·	
Items 6 and 15, and returning separate tetter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an off to the solicitation and this amendment, and is receive 12. ACCOUNTING AND APPROPRIATION DATA (If re-	e to the solicitation and amendment num OFFERS PRIOR TO THE HOUR AND or already submitted, such change may de prior to the opening hour and date spe	nbers. FA DATE SP be made acified.	ECIFIED MAY RESULT IN REJECTION OF Y by telegram or letter, provided each telegram	OBERE YOUR OF	CEIVED AT FER. If by makes refe	rence
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B. THE ABOVE NUMBERED CONTRA eppropriation date, etc.) SET FORTI C. THIS SUPPLEMENTAL AGREEMEN	CT/ORDER IS MODIFIED TO REFLEC H IN ITEM 14, PURSUANT TO THE AU IT IS ENTERED INTO PURSUANT TO	T THE AL THORITY	GES SET FORTH IN ITEM 14 ARE MADE IN DMINISTRATIVE CHANGES (such as change OF FAR 43, 103(b)			
D. OTHER (Specify type of modification	S DANGER CONTROL OF THE CONTROL OF T					
X   FAR 43.103(a), Bilat			1			
E. IMPORTANT: Contractor [is not.	is required to sign this document at				····	
14. DESCRIPTION OF AMENDMENT/MODIFICATION GSA Contract #: GS-10F-0308P DUNS Number: 796250538 Implementation, maintenance System (NPDES) permit Electr	and oversight of the	e Nat	ional Pollutant Dischar		limina	ation
***Attention Finance*** The Task Order Project Offic Via email at riveria.sandra@		and	she can be reached at	: 202	-564-1	1054or
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Except as provided herein, all terms and conditions of the	e document referenced in Item 9A or 10	A, as her	retofore changed, remains unchanged and in f	ull force	and effect.	
isa name and title of signer (Type or print) Charles Herrman	0	16A.	NAME AND TITLE OF CONTRACTING OFFI Lita Tyus	-		
15B. CONTRACTOR/OFFEROR (Signature of parson authorized to sign)	15C. DATE SIGNED 8/6/2014	18B. (	UNITED STATES OF AMERICA  (Signeture of Contracting Officer)	5	16C	8/6/2014
NSN 7540-01-152-8070 Previous edition unusable		I	S P	rescribed	D FORM 3 by GSA FR) 53.243	0 (REV. 10-83)

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NAME OF OFFEROR OR CONTRACTOR AVANTI CORPORATION

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Reason for Modification : Change Order		T		V
	Period Of Performance End Date changed from	ļ			
	09/30/2014 TO 01/25/2015				
	Obligated Amount for this Modification:	1			
	\$265,891.22				
	Total Amount changed from \$546,382.50 to				
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120					
	The purpose of this modification is to change the			Š	•
	end date for this task order from 09/30/2014 to				
	01/25/2015. This task order is now one year in				
	duration. The additional cost of \$265,891.22				
	added to this task order is for the additional				
	days of service (see above) and the expansion of				1
	enhancements under sections 3c and 4c of the				
	Performance Work Statement.				
	Line item 0001				
	CHANGES FOR LINE ITEM NUMBER: 1001				
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NAME OF OFFEROR OR CONTRACTOR AVANTI CORPORATION

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2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE	_  QUISITION/PL	JRCHASE REQ. NO.	5. PROJECT	NO. (If applicable)
002	11/05/2014					
6. ISSUED BY COE	20 2	7. AD	MINISTERED	BY (If other than Item 6)	CODE	
CPOD US Environmental Protection 26 West Martin Luther King Mail Code: NWD Cincinnati OH 45268	2 1					
8. NAME AND ADDRESS OF CONTRACTOR (No., st	reet, county, State and ZIP Code)	(x) 9A	. AMENDME	NT OF SOLICITATION NO.		
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CODE 796250538	FACILITY CODE		1/21/20	014		
	11. THIS ITEM ONLY APPLIE	ES TO AMEND	MENTS OF SC	DLICITATIONS		
separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT Covirtue of this amendment you desire to change and to the solicitation and this amendment, and is received. ACCOUNTING AND APPROPRIATION DATA (If	copies of the amendment; (b) By ack noe to the solicitation and amendmen OF OFFERS PRIOR TO THE HOUR offer already submitted, such change wed prior to the opening hour and da	knowledging re nt numbers. FA AND DATE SF e may be made	ceipt of this ar NLURE OF YO ECIFIED MAY	mendment on each copy of t DUR ACKNOWLEDGEMEN Y RESULT IN REJECTION (	he offer submitted; T TO BE RECEIVE OF YOUR OFFER.	or (c) By D AT If by
See Schedule	) MODIFICATION OF CONTRACTS/(					
A. THIS CHANGE ORDER IS ISSUE ORDER NO. IN ITEM 10A.  B. THE ABOVE NUMBERED CONTE appropriation date, etc.) SET FOR	RACT/ORDER IS MODIFIED TO RE RTH IN ITEM 14, PURSUANT TO TH	FLECT THE AI	OMINISTRATI / OF FAR 43.			
D. OTHER (Specify type of modificat	ion and authority)					
E. IMPORTANT: Contractor X is not	is required to sign this docum	ment and return		copies to the is	ssuing office.	
14.DESCRIPTION OF AMENDMENT/MODIFICATION GSA Contract #: GS-10F-0308 DUNS Number: 796250538 Implementation, maintenance System (NPDES) permit Elect	BP and oversight of	the Nat	ional E	Pollutant Disch		ination
LIST OF CHANGES: Reason for Modification : ( Continued	Other Administrativ	ve Actic	n			
Except as provided herein, all terms and conditions of	f the document referenced in Item 9/	-				
15A. NAME AND TITLE OF SIGNER (Type or print)			NAME AND	TITLE OF CONTRACTING ( us	OFFICER (Type or	print)
15B. CONTRACTOR/OFFEROR	15C. DATE SIG	NED 16	^	Tojavo	ELECTRONIC	16C. DATE SIGNED
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 EP-BPA-12-C-0010/EP-B14C-00005/002
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NAME OF OFFEROR OR CONTRACTOR AVANTI CORPORATION

ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	AMOUNT (F)
	The purpose of this modification is to change the Task Order COR from Sandra Rivera to Prasad Chumble. Prasad can be reached at 202-564-0021 or via email at chumble.prasad@epa.gov.			
	All other terms and conditions remain unchanged. Payment:  RTP Finance Center  US Environmental Protection Agency  RTP-Finance Center  Mail Drop D143-02  109 TW Alexander Drive  Durham NC 27711 Period of Performance: 01/26/2014 to 01/25/2015			